



## Working together to plan for the future

January 11, 2022

The Honorable Trevor Chadwick, Mayor  
City of Star  
10769 W State Street  
Star, ID 83669

**RE: Reimbursement Agreement for the Safe Routes to School Pathway on Floating Feather Road to Star Middle School Project Development Project**

Dear Mayor Chadwick:

This letter serves as the Agreement between the City of Star (Star) and Community Planning Association of Southwest Idaho (COMPASS) for reimbursement of consultant costs in excess of \$25,000 for the Safe Rates to School pathway on Floating Feather Road to Star Middle School Project Development Project (the Project).

COMPASS and Star staff worked with the selected consultant, Alta Planning + Design, to develop the scope of work for the project, attached as Attachment 1. The total, not-to-exceed cost of the Project is \$35,000.00. At the January 11, 2022, meeting, the COMPASS Executive Committee approved the Project for funding at this level.

Alta Planning + Design will issue invoices to COMPASS, detailing work completed by task, as described in Attachment 1. COMPASS is responsible for the first \$25,000.00 in costs. COMPASS will invoice Star for reimbursement of actual amounts paid to Alta Planning + Design for the Project in excess of \$25,000.00, up to the not-to-exceed amount of \$35,000.00 for the Project. COMPASS will provide Star copies of the paid Alta Planning + Design invoices in support of COMPASS' requests for reimbursement. Reimbursement requests to Star from COMPASS shall not exceed \$10,000.00.

This letter, with Attachment, constitutes the entire agreement. This agreement expires on September 30, 2022.

If you have any questions, please contact Toni Tisdale at 208-475-2238 or [ttisdale@compassidaho.org](mailto:ttisdale@compassidaho.org).

Sincerely,

A handwritten signature in black ink, appearing to read 'Matthew J. Stoll', written over a horizontal line.

Matthew J. Stoll  
Executive Director



## **Attachment 1**

### **Scope of Work**

## **Safe Routes to School Pathway Scope of Work**

### **Project Description**

CONTRACTOR will produce a pre-concept report for a Safe Routes to School pathway on Floating Feather Road along the west side of the cemetery to Star Middle School. The intent of the project is to create a safe walking route for Star students and community members.

### **Task 1: Project Team Coordination**

- 1.1 Identify additional agency stakeholders to add to the Project Team as the project progresses.
- 1.2 Coordinate with COMPASS to conduct Project Team meetings (this task assumes up to three project coordination meetings)
  - Kickoff meeting (COMPASS to arrange)
  - Review the alternatives identified in Task 3.4 with the Project Team
  - Review the Initial and Revised Draft Pre-Concept Reports with the Project Team

### **Task 2: Project Supervision**

- 2.1 Provide detailed monthly progress reports (this task assumes up to seven monthly progress reports)
  - Summary of period's activities
  - Tasks completed
  - Status of tasks not yet completed
  - Any issues with Task Order budget or schedule
- 2.2 Submit invoices to COMPASS (supported by 2.1)
  - Itemized staff time by task

### **Task 3: Project Concept Development and Draft Report Information**

Tasks 3 through 6 must be included in the Pre-Concept Report specified in Task 8. The Pre-Concept Report must follow the format specified below, and the items in the report must appear in the report in the order listed. This task includes the work necessary to develop each element of the Pre-Concept Report.

- 3.1 Prepare project summary
  - One-page description that includes purpose and need, goals, cost, and schedule; this summary will be at the beginning of the Pre-Concept Report
  - Brief one-paragraph summary to be used in the Transportation Improvement Program

- 3.2 Complete a project description
- Statement of why Project Development was needed for this project
  - Statement of the Scope of Work completed by the CONTRACTOR
  - Assumptions
  - Existing conditions in the project area
    - Land Use
    - Safety/Crash History
    - Traffic
    - Bike/Ped
    - Transit
    - Utilities and Irrigation
  - Regional/network connections
  - Comprehensive purpose and need description for grant narrative
    - Benefits expected
    - Evidence problem exists
    - Applicable strategic goals and performance measures re: *Communities in Motion 2040 2.0*
    - Consistency with existing plans and documents
- 3.3 Identify and evaluate project constraints
- Coordination with ACHD
  - Coordination with developers adjacent to project area
  - Coordination with Star Cemetery – easement provided along western property line
  - Coordination with Star Middle School’s principal and school resource officer
  - Coordination with Foothill Ditch
- 3.4 Define and recommend alternatives
- Description/configuration of alternatives considered
  - Analysis and preferred alternative selection
    - Description of selection process
    - Justification for preferred alternative(s)
  - Description and details of preferred alternative(s)
    - Configuration details
    - Safety improvements
    - Bicycle/pedestrian features
- 3.5 Assess right-of-way/easements needed
- Detailed description for each location
  - Right-of-way/easement needs summary table
    - Location
    - Area (length and width)
    - Parcels involved
    - Estimated costs
      - Land value
      - Relocations
- 3.6 Environmental scan summary

- 3.7 Project stakeholders
- 3.9 Summary of public involvement plan to be used in the design phase
- 3.10 Project schedule and milestones, including future phases
- 3.11 Summary cost estimate(s) in federal dollars
- 3.12 Potential funding sources
- 3.13 Maps, sketches, and other images as appropriate throughout report

#### **Task 4: Environmental Scan**

- 4.1 Summary for Pre-Concept Report, as stated in 3.6
- 4.2 Append complete Environmental Scan to Pre-Concept Report

#### **Task 5: Public Involvement Plan**

- 5.1 Summary for Pre-Concept Report, as stated in 3.8
- 5.2 Append complete Public Involvement Plan to Pre-Concept Report

#### **Task 6: Cost Estimates**

- 6.1 Include project costs and ongoing operations and maintenance
- 6.2 Insert summary into Pre-Concept Report, as stated in 3.10
- 6.3 Append detailed Cost Estimates to Pre-Concept Report
- 6.4 Create cost estimates for each phase, if applicable
- 6.5 Complete Idaho Transportation Department forms (1150 and 2435)

#### **Task 7: Team Meetings**

- 7.1 Develop agendas
- 7.2 Provide graphic display of alternatives under consideration
- 7.3 Generate other visual demonstrations as needed
- 7.4 Lead Project Team discussions
- 7.5 Summarize meetings
  - Discussions/Decisions
  - Assignments

- Next steps

### **Task 8: Pre-Concept Report**

- 8.1 Provide initial draft (version 1) to COMPASS in both .pdf and Word format for initial review by the team.
- 8.2 Provide revised draft (version 2) to COMPASS in both .pdf and Word format for team review.
- 8.2 Submit completed Final (version 3) Pre-Concept Report to COMPASS in both .pdf and Word format for approval/acceptance no later than September 15, 2022.

### **COMPASS RESPONSIBILITIES**

Serve as Project Manager

Assemble Project Team

Coordinate Project Team meetings and information flow

Distribute meeting agendas and summaries

Provide facility for meetings as needed

Provide aerial mapping and GIS data as needed

Review invoices and draft/final reports for content and compliance with Task Order

Distribute draft/final reports to Project Team for comments and input

Publish Final Report

Prompt responses to inquiries

### **City of Star RESPONSIBILITIES**

Identify and provide stakeholder contact information for Project Team

Prompt responses to inquiries